

NEW AGR TRAINING HANDBOOK



WELCOME TO THE ACTIVE GUARD/RESERVE (AGR) PROGRAM

Congratulations on being selected as a Soldier/Airman in the Active Guard/Reserve (AGR) Program. You can take great pride in your selection to serve in this important role in the achievement of unit readiness and combat capability of the New Hampshire National Guard.

This handbook has been prepared to serve as your reference in day-to-day activities as an AGR Soldier/Airman and is general in content.

Questions should be directed to your supervisor.

I encourage you to take advantage of the Professional Development Program and other benefits which you are afforded in the AGR program.

The New Hampshire National Guard ranks among the best in the nation. Your efforts, combined with the efforts of the military technician and traditional Soldiers/Airmen will keep us there - among the best.

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SECTION 1 – ADMINISTRATION

PURPOSE

This handbook prescribes policies, procedures and individual responsibilities regarding the career management of Active Guard/Reserve (AGR) personnel within the New Hampshire National Guard.

APPOINTMENT

All AGR positions are filled on the basis of merit and qualification. Discrimination because of race, color, sex, national origin, marital status, or membership in lawful political or group affiliation is prohibited. Certain restrictions for consideration of candidates apply, such as a prohibition against assignment of females to units designated as having the highest risk or routine engagement in combat and against assignment of Soldiers/Airmen within five years of eligibility for retired pay.

Candidates must also meet physical condition requirements including height/weight and physical fitness standards and either have, or be qualified for the appropriate level of security clearance.

Positions are advertised by the Human Resources Office (HRO). Applications are screened to assure administrative requirements are met. A selection/nomination board conducts interviews or reviews records of applicants and makes a nomination for appointment to the Adjutant General for his approval.

TOUR OF DUTY

ARMY: IAW AR 135-18, an initial tour is for a period of three years. A subsequent tour is based on job performance and satisfactory progress toward meeting educational requirements.

AIR: IAW ANGI 36-101, initial tours may not exceed 6 years. Tours may not extend beyond enlisted members Expiration Term of Service (ETS) or an officer's Mandatory Separation Date (MSD) for Lt Col and above.

Prior to end of initial tour, a Soldier's/Airman's records are evaluated by their Supervisor in order to recommend continuation or non-continuation in the AGR program.

ASSIGNMENT

All AGR Soldiers/Airmen are required, as a condition of employment, to maintain membership in the New Hampshire National Guard (NHNG) and must occupy a military assignment in their unit in accordance with the Manning Document.

OCONUS DUTY

AGR Soldiers/Airmen may not participate in exercises or deployments outside the Continental United States (OCONUS) or its boundaries, Guam, Puerto Rico, or the Virgin Islands while in Title 32 USC 502(f) status, only while in Title 10 USC status.

STATE ACTIVE DUTY

Refer to NGB-ARH policy letter dated 5 September 2006, Subj: Policy for Title 32 ARNG Full-Time National Guard (AGR) Soldiers Performing State Active Duty (SAD).

TRANSFER

ARMY: An AGR Soldier may be entitled to Permanent Change of Station (PCS) funds when required to transfer. It is the Soldiers responsibility to request PCS entitlement. PCS orders cannot be issued after the effective date of move; therefore, request to transfer a Soldier must be received in the HRO forty-five (45) days prior to the effective date.

AIR: Approval for a PCS move rests with the gaining TAG or designated representative. ANG comptrollers are responsible for advising state and unit personnel managers on PCS entitlements to support approved PCS moves.

PROMOTION AND REDUCTION

ARMY: Promotions and reductions are administered IAW NGR 600-200, Chapter 11 and SMDR 600-200. Promotions to E8, E9, O4, or above are controlled by the State within grade ceilings authorized by NGB. Please refer to the above stated regulations for more information.

AIR: The number of AGR personnel and their military grades cannot exceed the annually established military duty end strength and grade ceilings. Officer and enlisted AGR personnel will not be promoted above the comparable grade of their Unit Manning Document Authorization (UMDA) position. ANGI 36-2502

TIME MANAGEMENT

Mission requirements may require working hours before and after the normal work schedule. AGR Soldiers/Airmen are to attend all IDT and AT periods scheduled for the unit. State and local holidays are considered duty days for all AGR Soldiers/Airmen. Compensatory time is inappropriate for AGR Soldiers/Airmen. Passes may be granted IAW AR 600-8-10 and AFI 36-3003.

PERFORMANCE EVALUATION

ARMY: Commanders/supervisors will develop a written rating scheme for AGR soldiers. A copy of the rating scheme will be provided to each AGR soldier concerned. The rating chain must include a full-time supervisor (AGR or military technician) as the rater, additional rater, or

reviewer. A copy of the rating scheme will be furnished to HR/AGR section. NCOERs are accomplished IAW 623-3.

AIR: TAG or designated representative, will establish the supervisory/evaluation chain and the rating scheme. The rating chain must include a full-time supervisor (AGR or military technician) as the rater, additional rater, or reviewer. Appraisals are accomplished IAW ANGI 36-29.

PT PROGRAM

AGR personnel are authorized/required to participate in the PT Program at minimum three times a week sixty minutes per session. For more information please visit the Physical Training link under Policies on the HRO website <https://www.nh.ngb.army.mil/hro/Index.html>

LEAVE

All AGR Soldiers/Airmen are entitled to leave with pay and allowances at the rate of 2 1/2 days for each month of active duty service. Accrued leave will not exceed 60 days at the end of the fiscal year. In addition, any accrued leave paid upon separation from previous periods of active duty since 10 February 1976 will reduce the number of day's accrued leave available to be paid upon separation from AGR duty. Experience has shown that frequent use of leave is beneficial to health and morale. These factors are essential to the maintenance of maximum efficiency in the performance of military duties.

ARMY: Leave is processed through the automated leave system at the following URL: <https://ftsmcs.ngb.army.mil/index.htm>

Be sure you keep your copy of DA Form 31 on your person at all times while on leave. For further information regarding passes, administrative leave, convalescent leave, and emergency leave, see AR 600-8-10.

AIR: Leave is requested through the automated LEAVEWEB system. Copy 2 should be on your person at all times during leave IAW AFI 36-3003.

TOUR CONTINUATION

ARMY: Extension of an AGR tour is dependent on the recommendation of the chain of command and HR advisement, approved by The Adjutant General. The recommending and advising officials will consider the records of an AGR Soldier a minimum of sixty days prior to the end of his tour of duty. The officials will consider the AGR Soldier's overall records including evaluation reports, progress in PDP, physical conditioning, and other performance indicators. Tours may be extended for one to three years.

The AGR Soldier may write a letter prior to review inviting attention to any matter of record that he or she feels is of importance in determining retention. No personal appearance or

representative of the AGR Soldier is permitted at meetings. Recommendations are forwarded to The Adjutant General for final decision.

AIR: Tours are renewed for one to six years. Approximately 120 days from tour end date, a renewal notice is sent to members' commander, forwarded through the Group and Wing commanders. The final approval is made by the JCS and finally forwarded to HR for orders to be cut.

RESTORATION RIGHTS

Civil service Soldiers/Airmen entering AGR status may, if eligible, exercise restoration rights back to civil service status. The restoration period is five (5) years and starts the day a Soldier/Airman enters military status. In order to restore to civil service status, the Soldier/Airman must request such action, in writing, to the same agency from which they departed. Request for restoration must be presented during a period thirty (30) days before or no more than ninety (90) days after the effective date of AGR tour termination. Please reference The Uniformed Services Employment and Reemployment Rights Act (USERRA) under Title 38 USC Ch 13.

RETIREMENT

Retirement eligibility is attained by completion of 20 years of active Federal service. This retirement may be attained through continuous AGR service or by an accumulation of various types of service to include AGR, full-time training duty, active duty for training, annual training, extended active duty, initial active duty for training, and all other types of active Federal service. Retirement must be requested by the AGR Soldier/Airman within twelve (12) months, but not less than six (6) months prior to retirement date.

RETIREMENT SYSTEM

One of the most attractive incentives of a military career is the retirement system which provides a monthly retirement income and security for those who serve a minimum of twenty years (Note: Retired pay stops upon death of the retiree (See Survivor Benefit Plan). Currently there are three retirement systems in effect – Final Basic Pay, High – 3 and Redux.

Plan	Eligible	Pay Formula	Cost of Living Adjustment (COLA)
Final Basic Pay	Entered service Prior to 8 Sep 1980	2.5% times the years of service times basic pay	Full inflation protection; COLA based on Consumer Price Index (CPI)
High 3	Entered service between 8 Sep 1980 and 31 Jul 1986	2.5% times the years of service times the average of the highest three years of basic pay	Full inflation protection; COLA based on Consumer Price Index (CPI)

Redux	Entered service after 31 Jul 1986	2.5% times the years of service minus one percentage point for each year less than 30 times the highest 3 years of basic pay. At age 62, retired pay is increased to 2.5% times years of service times the average of the highest 3 years of basic pay	Partial inflation protection; COLA based on Consumer Price Index (CPI) minus 1 percent. At age 62, retired pay is adjusted to reflect full COLA since retirement. Partial COLA continue after age 62
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IDENTIFICATION CARDS

Identification cards, DD Form 2A, are initially issued to the AGR Soldier/Airman by the MILPO/MPF during in-processing. ID cards expire at the end of the current tour and must be turned-in for proper accountability. New ID cards for AGR personnel will be issued by MILPO/MPF or may be obtained at any active Army or Air Force installation by providing a copy of the new tour order. Dependent identification cards, DD Form 1173, can also be obtained from MILPO/MPF.

DEERS ENROLLMENT

The DD Form 1172 utilized to issue ID cards to dependents is also used to enroll dependents into DEERS (Defense Enrollment Eligibility Reporting System). It is extremely important that eligible dependents be issued ID cards as soon as possible after the effective date of eligibility. The office issuing the dependent ID cards is responsible for submission of dependent information to DEERS for enrollment. TRICARE claims will not be processed for dependents that are not currently enrolled in DEERS and medical care in a uniformed service facility may be refused.

SECTION II - CAREER DEVELOPMENT

CAREER MANAGEMENT PROGRAM

Reference NGR 600-200, Chapter 11, and SMDR 600-200.

ARMY: NHARNG AGR enlisted Soldiers career management will be handled IAW Select, Assign, Train, and Promote (SATP).

OFFICER CANDIDATE SCHOOL (OCS/WOCS) ATTENDANCE

AGR Soldiers who elect to attend OCS/WOCS must have a memorandum from the MACOM Commander and the Military Duty Management Office stating that they have been offered a full-time officer position and will fill the position after completing the OCS/WOCS.

AGR Soldiers must have this memorandum from the MACOM Commander and Military Duty Management Office before applying for OCS/WOCS. Backfilling SPMD position of AGR soldiers who attend Federal OCS or WOCS is not authorized. For more information see NGR (AR) 600-5 CH 4-4.

SECTION III - STANDARDS OF CONDUCT

All AGR Soldiers are subject to AR 600-50, Standards of Conduct. Airmen are subject to Standards of Conduct IAW ANGI 36-101. These include, but are not limited to, the following provisions regarding Political Activity and Conflict of Interest:

POLITICAL ACTIVITY

You may vote in all elections, display political posters at your home and you may assist in a campaign by "door belling" or stuffing envelopes on your own time in civilian clothing.

Certain political activities are prohibited:

- Being a candidate for or holding a partisan political office.
- Soliciting funds for political parties while in uniform or on government property.
- Holding office in a political party, e.g., precinct committee person.
- Wearing political badges on the uniform.

Questions regarding political activity should be directed to your supervisor.

CONFLICT OF INTEREST

A conflict of interest situation may occur when your private interest(s), usually of an economic nature, conflicts with or raises a reasonable question of conflict with your public duties and responsibilities. Private employment or interest must not interfere with your efficient performance of duty or bring discredit upon or cause criticism of the New Hampshire National Guard.

- You may not have direct or indirect financial interests that conflict or appear to conflict substantially with responsibilities and duties; or engage in financial transactions, directly or indirectly, based on or relying primarily on information obtained through your AGR assignment.
- You may not solicit or accept, directly or indirectly, anything of economic value as a gift, gratuity, or favor from any person, corporation, or group that could be interpreted by others as affecting impartiality in official actions

Questions regarding possible conflict of interest should be directed to your supervisor.

OUTSIDE EMPLOYMENT

ARMY: You may not take any outside employment, including teaching, lecturing, or writing, that might reasonably result in a real or apparent conflict of private interest(s) and official AGR

duties and responsibilities. Requests for outside employment must be forwarded to the MDMO for approval by the AG, and IAW DODD 5500-7 Standards of Conduct.

AIR: Commanders must ensure that outside employment of AGRs is in compliance with the provisions of DOD Directive 5500.7 Standards of Conduct. Commanders must maintain a copy of written approval for outside employment of an AGR member on AF Form 3902

PERSONAL APPEARANCE

Soldiers/Airmen accepted into the AGR program are reminded that the NHNG is a uniformed service; therefore, a neat and well-groomed appearance contributes to building the pride and esprit de corps essential to an effective military force. It is the duty of each AGR to take pride in his/her appearance and to present a neat and orderly appearance at all times, IAW AR 670-1 and AFI 36-2903.

SUBSTANCE ABUSE

Failure to request assistance with a substance abuse problem could lead to AGR termination and separation from the NHNG.

ARMY: AGR Soldiers who voluntarily reveal that they have a substance abuse problem will be referred to the AGR Program Manager Officer in the HRO for assistance in obtaining proper treatment in accordance with AR 600-85. Commanders should strive to maintain an atmosphere which encourages alcohol or other drug abusers to identify themselves and ask for assistance.

AIR: Acts of misconduct, whether or not connected with the member's official duties to include conviction for the illegal use of drugs or abuse of alcohol are incompatible with service in the ANG and serious consideration will be given to involuntarily separate a member for those reasons.

SECTION IV - BENEFITS/ENTITLEMENTS

PAY

ARMY: AGR Soldiers are paid through the Joint Service Software (JSS) Pay System. Pay inquiries or problems should first be resolved within the Soldier's immediate chain of command. Cases that cannot be resolved will be referred to HR/AGR Section for guidance and assistance.

AIR: Pay inquiries or problems can be made through the pay help desk at DSN 852-3400 or commercial 603-430-3400.

Normal pay entitlements for AGR Soldiers/Airmen include:

- (1) Base Pay - based on pay grade and length of military service for pay purposes.
- (2) Basic Allowance for Subsistence (BAS) - payable at the "Rations Not Available" (RNA) rate.
- (3) Basic Allowance for Housing (BAH) - entitlement varies depending upon dependency status and military grade/rank. Percentage is based on duty location.
- (5) (**ARMY**) Active Duty Uniform Allowance is payable to officers and warrant officers upon entry on active duty, providing two years have elapsed since the end of the last period of active duty of 90 days or more.
- (6) (**ARMY**) Enlisted Soldiers are entitled to Clothing Replacement Allowance (CRA) upon completion of six months duty in AGR status. (No action is required on the part of the Soldier to initiate pay.) Payment is made annually on AGR anniversary date. Upon completion of 36 months of AGR duty, enlisted Soldiers are entitled to CRA at a higher rate.
- (7) Soldiers/Airmen in appropriate duty positions which authorize the payment of special incentive pay (i.e., flight pay, jump pay) are entitled to receive this pay when proper authorization documentation is completed and processed.
- (8) Savings Bonds and Allotments can be started online through MYPAY website. For more information visit <https://mypay.dfas.mil>
- (9) TSP – The Thrift Savings Plan (TSP) is a Federal Government – sponsored retirement savings and investment plan. Congress established the TSP in the Federal Employees' Retirement System Act of 1986. The purpose of the TSP is to provide retirement income. For more information visit <http://www.tsp.gov> TSP can be rolled over to 401K or IRA after leaving AGR program.

MEDICAL/DENTAL CARE

As an AGR Soldier/Airman, you are entitled to complete medical/dental care at military medical facilities of the uniformed service in the area in which you reside. AGR members may utilize

civilian medical facilities for normal medical care only if the military or federal facilities are beyond a reasonable commuting distance and prior approval is obtained, or in the case of an emergency requiring immediate medical treatment.

DEPENDENT MEDICAL/DENTAL CARE

Your dependents are entitled to full medical care at a uniformed service medical facility at no charge. Use of the military facilities can save the AGR Soldier/Airman time and money. Usually all medical facilities providing supplementary health care (i.e., pharmacy, optical clinic, therapy, etc.) are found in the same location.

You have the option of enrolling your dependents in a dental care plan (United Concordia) which will provide for all covered dental needs.

TRICARE

If enrolled, dependents of AGR Soldiers/Airmen may be entitled to payment of medical expenses incurred in civilian facilities from TRICARE. Treatment in a uniformed service medical facility (if selected as Primary Care Manager) (PCM) is encouraged; there is no cost to the dependent or Soldier/Airman and no claim forms to file.

More specific information concerning TRICARE can be obtained from the TRICARE Service Center at 1-877-TRICARE (874-2273) or at www.tricare.osd.mil.

SERVICEMEN'S GROUP LIFE INSURANCE

Servicemen's Group Life Insurance (SGLI) provides life insurance coverage for Soldiers/Airmen at a nominal cost per month. Coverage is offered at time of enlistment and can be continued when entering AGR status. Also available is Family SGLI. Coverage of \$10,000 per child is free and a minimal fee is charged to cover spouses up to \$100,000.

SURVIVOR BENEFIT PLAN

The Survivor Benefit Plan provides a monthly annuity of up to 55 percent of your retirement pay to your family in the event of your death. Guard members with over 20 years service, retired Guard members and Reservists who have not reached age 60 by retirement are eligible for this plan under Public Law 95-397.

UNEMPLOYMENT BENEFITS

A Soldier/Airman separated from AGR status may be eligible for unemployment benefits. Soldiers/Airmen wishing to file for unemployment benefits should report to the nearest Employment Security Department Office with their DD Form 214 and specify that they are a former Title 32 Federal employee and that their pay records are located at their unit of assignment. All who file must meet the provisions of state law for eligibility and payment of benefits.

COMMISSARY/POST/BASE EXCHANGE/RECREATION

As an AGR, you are entitled to shop at both the commissary and Post or Base Exchange at any uniformed service facility. You may order your uniforms on the Deferred Payment Plan from any facility which has a clothing store. All base exchanges many times provide a substantial savings over civilian store prices. You and your dependents are authorized to use the military theater and any recreation facilities available at any military installation.

TUITION ASSISTANCE

While in AGR status, you are entitled to tuition assistance. VA education and similar benefits offered under the new GI Bill are available to AGR members as well. Do not obligate any funds until you have first checked with the State Education Office located in the MILPO/MPF.

ARMY EMERGENCY RELIEF (AER)

The Army Emergency Relief has continuously provided emergency financial assistance to Soldiers and their families since it was established in 1941. AGR Soldiers are eligible for emergency assistance from the Army Emergency Relief Fund. Interested Soldiers should contact the Chaplains office.

SPACE AVAILABLE FLIGHTS

As an AGR Soldier/Airman you are entitled to space available flights on military aircraft in CONUS upon presentation of your ID card. Space available travel is strictly subject to mission requirements. The Air Mobility Command (AMC) cannot guarantee seats to space available passengers. It is recommended that you have funds available for commercial flight in the event your leave is coming to an end and there are no available AMC flights. In addition, Soldiers/Airmen traveling space available are required to travel in Class A or B/Service Dress uniform and be in leave status.

TEMPORARY DUTY (TDY)

AGR Soldiers/Airmen ordered to perform temporary duty at a location away from the duty station are authorized per diem allowances. Per diem allowances are authorized for the date of departure from through date of return to the designated training duty station. Temporary duty must be directed by TDY Orders. For any questions or concerns see Joint Travel Regulation (JTR) Ch. 4.

DEFENSE TRAVEL SYSTEM (DTS)

DTS is a fully automated travel request, authorization, reservation, and reimbursement system that replaces the current process of travel orders, requests, paper travel orders, paper travel vouchers, and manual reimbursement. DTS requires use of your CAC, pin and reader, downloading of software and establishing a login username and password. For more information

see <http://www.defensetravel.osd.mil>. For step by step instructions on setting up your DTS account see the NHKO website for DTS self-registration steps.

LEGAL CONSIDERATIONS

All AGR Soldiers/Airmen are subject to discipline under the New Hampshire Code of Military Justice. They are also subject to all Federal and state civil and criminal codes. Legal services are available at legal service offices of active duty military installations upon presentation of the ID card.

CREDIT UNIONS

Membership is available to you in the credit unions organized for military members which provide a convenient service for share drafts, savings, and loan accounts. You can arrange to deposit savings or repay loans through payroll deductions.

GLOSSARY

A list of acronyms and their definitions as used in administering the AGR program

AGR - Active Guard/Reserve
AMC – Air Mobility Command
AT - Annual Training
BAH - Basic Allowance for Housing
BAS - Basic Allowance for Subsistence
CONUS - Continental United States
CRA - Clothing Replacement Allowance
FAO - Finance and Accounting Office
FTUS - Full Time Unit Support
HRO - Human Resources Office
IAW - In accordance with
IDT - Inactive Duty Training
JSS - Joint Service Software Pay System
LES - Leave and Earning Statement
LOI - Letter of Instruction
MACOM - Major Army Command
MILPO - Military Personnel Office
MEPS - Military Entrance Processing Station
MOS - Military Occupational Specialty
MTOE - Modification Table of Organization and Equipment
NGB - National Guard Bureau
NHARNG - New Hampshire Army National Guard
NHNG – New Hampshire National Guard
NLT - Not Later Than
OCNUS - Outside Continental United States
OCS - Officer Candidate School
OER - Officer Evaluation Report
PCS - Permanent Change of Station
PEC - Professional Education Center
SGLI - Servicemen's Group Life Insurance
TAG or AG - The Adjutant General
TDA - Table of Distribution and Allowances
TDY - Temporary Duty
TRICARE – The latest term for military healthcare. It is a combination of three programs: TRICARE STANDARD; TRICARE SELECT; and TRICARE PRIME